

2023-2024 Project Grant Proposal Guidelines and Application Process

The Windsor Education Foundation (WEF), a non-profit Windsor organization, awards teachers grants up to \$1,500.

The Grant Review Committee looks for a variety of proposals from all grade levels and schools that:

- Are consistent with the Windsor Board of Education district and school goals
- Impact students with varying learning abilities
- Fall outside the regular operating budget
- Will ultimately impact/benefit a large number of individuals; in other words, the impact of the grant is not a one-time benefit to a single group of students, but may benefit additional students long term.
- Encourage professional collaboration.
- Promote school and community communication.

Additionally, WEF partners with the Christine Gasparino Memorial Fund to award one \$1,000 grant per year for a science-focused project or program.

Eligible applicants for any grant include all certified staff in Windsor Public Schools. Applications from other staff members will be considered if they are working in partnership with certified staff. Repeat applications will be considered for funding.

In evaluating applications, the Grant Review Committee will specifically consider the following criteria:

- What are the specific goals and are they clearly defined and realistic?
- How innovative and/or creative is the project? Does it offer students a unique learning opportunity?
- How does the project promote the advancement of skills or knowledge and add depth to the curriculum?
- Will a significant number of students be impacted over the long term by the project? For example, can it be expanded to other grades or schools in the future? Will it encourage student participation?
- Are there other sources available for funding?
- How will the project be implemented and evaluated? What is the sustainability of the project into the future?

The maximum amount awarded for a grant is \$1,500 (\$1,000 for the Christine Gasparino science grant). Allowable expenses include the purchase of professional and technical services, equipment, learning materials, supplies, and certain fees. Transportation is covered only at the discretion of the Grant Review Committee.

Application Review Process

Each applicant must submit the completed application form with any supporting materials to Christina Morales, Coordinator of Family & Community Partnerships for Windsor Public Schools at the WPS central office. Applications can be sent via interoffice mail or by email to cmorales@windsorct.org.

The Grant Review Committee will use a blind review process in evaluating each application. The Committee will refer only to the grant applicant number. This will ensure integrity in the process and a bias-free committee evaluation.

WEF appoints a Windsor Public Schools liaison to its board to assist with the grant making process. For help with the grant application, contact Christina Morales at cmorales@windsorct.org.

Application Deadline

Applications must be submitted no later than October 29, 2023.

The Grant Review Committee will announce awards in November 2023. If for any reason a grant recipient is unable to administer the approved project, the grant recipient will return all allocated funds to WEF. The grant recipient may reapply during the next grant period.

Grant funds must be spent and any funded program must be complete by December 31, 2024.

WEF's Board of Directors may ask the awardee for periodic information, photos, testimonials, etc., to be shared with community members, education colleagues, and interested parties through newsletters, social media, press releases and community speaking engagements. Grant awardees will be required to submit a brief written report before the end of the year in which the grant was awarded, that describes how the project was carried out, what it accomplished for our students, and an evaluation of the project.

Learn more about Windsor Education Foundation at
www.windsoreducationfoundation.org

Learn more about the Christine Gasparino Memorial Fund at www.christinegasparino.com

Application no. _____
TO BE ASSIGNED BY WEF

TO BE COMPLETED BY THE APPLICANT

Date of Application: _____

Applicant Information:

1. Applicant's Name (Project Director): _____
2. Personal Phone: _____ School Phone: _____
3. Applicant's Email address: _____
4. Subject Area and/or Grades Taught: _____
5. Applicant's School: _____

By signing below, the applicant hereby (a) agrees to submit a post-project evaluation to WEF, (b) grants WEF the right to use this application and the results of this project, if funded, for public information and to help other educators, and (c) understands that grant awards are subject to the rules and conditions of WEF. Granted funds must be spent and the funded program must be complete by December 31, 2024.

Applicant's signature

Date

This application has been approved by the applicant's building principal, as attested below:

Principal's signature

Date

FOR WEF USE ONLY

Note to WEF/WPS Liaison: Insert application number on page 4, then remove pages 1-3 before sharing application with the WEF Grant Committee.

Application no.: _____

TO BE COMPLETED BY THE APPLICANT

Title of project

Academic or extracurricular areas to be addressed

Grades involved	Number of students impacted	Estimated number impacted in future years (for long-term programs)

Proposed program date(s)

School where program will be held

Type of grant requested	Total cost of project	Amount requested
<input type="checkbox"/> General grant (up to \$1,500)	\$	\$
<input type="checkbox"/> Christine Gasparino Science Grant (\$1,000)		

Please complete the budget worksheet included with this application.

Overview – Briefly explain your project and its innovative or creative qualities. Describe how it will engage students, enhance their learning and the curriculum or promote advancement of skills that support educational goals of the Windsor Public Schools. (Continue onto another page if extra space is needed.)

Need/Rationale – Given WEF’s grant criteria, explain why you think your project should be selected, give evidence that your project meets the criteria, and explain what area of need it addresses. (Continue onto another page if extra space is needed.)

Objectives – State specifically what your project will accomplish. What will students know/be able to do? (Continue onto another page if extra space is needed.)

Evaluation – Describe how you intend to evaluate the project. Evaluation methods can be as simple as teacher observation of student attitude and behavior before and after the project; test results or measurement of skills attained as a result of the project; or surveys of students’ perceptions of the project and students’ work. (Continue onto another page if extra space is needed.)

Grant Budget Worksheet

Project Title: _____ **Date:** _____

Budget Item	Estimated timing of expenditure	Total Cost	Amount requested from Grant	Amount funded from other source (Identify source)
Professional and Technical Services; e.g., consultants, artist/author fees, training & education.				
Education Materials; e.g., teacher guides, instructional supplies, books, software				
General Supplies (other than textbooks); e.g., tools, animal food, gravel, banner.				
Equipment; e.g., incubator, fish tank, telescope, instruments.				
Miscellaneous expenses/fees; e.g., entrance or registration fees, subscriptions, association memberships, etc.				
Transportation Amount requested must be based on quote from provider and based on WPS contracted rates.				
TOTAL				

Note: Costs must be based on specific items, price quotes, and/or service fees in order to assure that projects are appropriately funded and can be implemented as proposed.

Plan of Action and Timeline

Category	Action Step	By whom, if different than applicant	Date anticipated	Comments
Internal communication; e.g., to colleagues, administration, superintendent's office				
External Communication; e.g. to community, other school districts, town agencies, newspapers, parents.				
Equipment/Materials; e.g., when supplies will be purchased or installed.				
Teacher training/Education				
Project implementation (when will it be delivered to the students?)				
Project Evaluation (written report and photos)				
Other				